



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUIPMENT OPERATION INSTRUCTOR	31	G	9.201

DEFINITION OF THE CLASS:

Under general supervision, is responsible for carrying out a training program in the safe operation and preventative maintenance of Department of Transportation equipment, provides other job related training, maintains training records, and performs related work as required.

EXAMPLES OF WORK: (The following is used as a partial description and is not restrictive as to duties required.)

Instructs Department of Transportation personnel in the safe operation and preventative maintenance of a wide variety of highway maintenance equipment in order to reduce the incident of injury to employees, reduce the likelihood of damage to equipment, to maintain the appearance and efficient operation of the equipment, and to certify personnel on the equipment when they have achieved proficiency. Incumbents coordinate training schedules with other district personnel; secure appropriate training aids such as equipment operation manuals, audio-visuals and exam materials; provide classroom instruction followed by hands-on training; and test the employee's knowledge and skill through written exams and observation of the employee operating the equipment.

Provides instruction in traffic control and new employee orientation as mandated by the department. Incumbents assist employees in obtaining a commercial driver's license through classroom instruction by teaching driving skills, authorizing physical vouchers and administering and certifying the driving skills portion of the Commercial Driver's License Examination. Incumbents conduct the employees' "Right to Know" training in accordance with the federal hazardous materials handling regulations and ensures access to the Material Safety Data Sheets.

Conducts safety inspections of the maintenance stations, yards, work zones and equipment and works with the crew supervisors to abate violations relative to unsafe storage of hazardous materials, unsafe equipment and unsafe work methods.

Investigates vehicle, personal injury and property damage accidents involving the Department of Transportation's personnel and/or vehicles by collecting and reviewing accident reports completed by supervisory personnel for consistency and accuracy, setting up safety review committees that review the accidents, making recommendations to supervisory personnel that may reduce or prevent future accidents and recommending appropriate disciplinary action to be taken against employees involved in accidents.

Maintains a training file for all maintenance personnel which reflects training received; maintains and updates records that track status of employee equipment operation training, i.e., in-training, provisional operator or certified operator; maintains employee driving records; tracks status of vehicle operating physicals required of employees who carry a commercial driver's license; and maintains all documentation related to the hazard communication program.

EXAMPLES OF WORK: (cont.)

Reviews training aids such as audio-visual aids, and written material supplied by manufacturers for applicability to current training curriculum. Assembles materials and prepares lessons appropriate for training directed by the department and Vocational Education Instructor such as traffic control and safety training. Attends training schools and seminars to upgrade knowledge of technology and equipment and improve training skills.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of departmental policies and procedures relative to personnel training, accident investigation and record keeping. Working knowledge of the regulations affecting equipment operation, safety requirements, hazard communication and traffic control. Working knowledge of audio-visual equipment used in classroom training. General knowledge of agency policy and procedure.

Ability to locate, select and prepare classroom training material. Ability to determine causes of work related accidents. Ability to compare and evaluate employees' work according to prescribed standards. Ability to foster a stimulating, accepting learning environment.

ENTRY KNOWLEDGE, SKILLS AND ABILITIES REQUIRED: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of the operation and maintenance of equipment used in highway maintenance and construction. Working knowledge of accepted safety precautions associated with equipment operation. General knowledge of the principles, methods and materials used in classroom instruction.

Ability to read equipment operation and maintenance manuals, department policy and procedure and accident reports and effectively convey their meaning. Ability to write sufficiently to prepare instructional material, reports and recommendations. Ability to speak clearly and effectively to large groups. Ability to keep accurate records. Ability to establish effective working relationships with persons of various social, cultural and educational backgrounds.

EDUCATION AND/OR WORK EXPERIENCE:

I

Graduation from high school or the equivalent and three years of journey level operating complex equipment experience equivalent to a Highway Maintenance Worker III in Nevada State service; OR

EDUCATION AND/OR WORK EXPERIENCE: (cont.)

II

An equivalent combination of training and experience that provided the applicant with the entry level knowledge, skills and abilities.

LICENSE: State of Nevada Class A commercial driver's license required at the time of appointment.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

ESTABLISHED:	<u>9.201</u>
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REVISED:	5/2/79-3
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	5/24/91-3